

# Laboratory Branch Final Report Review Checklist

Work Order Number and Site Name:	1202003 Dimock Residential Groundwater		
Parameter Group/Analyst/Peer Reviewer:	Alcohols by EPA 8015D	ACM	_____
	Glycol by HPLC/MS/MS	JG	_____
	SVOCs by CLP Equivalent	KP OX	_____
	VOCs by CLP Equivalent (trace)	PZ	_____

Item	Observation	Action
Analytical Request Form and associated documentation of negotiations match reported (i.e. site name, site contact names, method, analytes, QLs)	SVOC added two compounds as on-demand, Glycols method under development	No action needed.
Work Order Form completed and signed by peer reviewer	Ok	
Report complete with all sections included (i.e., SOP #)	OK	
Any obvious outliers (i.e. 1000% recovery, wrong units)	2-methoxyethanol (SVOC) had zero recovery; mid-level spike used to raise QL.	No action needed.
Issues communicated to customer including QC outliers and exceptions(i.e, qualifiers used appropriately)	Explanations needed in narrative. See attached.	Corrections to narrative needed.
Communications clearly stated	See above.	Ok
Spelling and grammar correct	OK	OK
Technical peer review: checklist completed with clear resolution of any issues	OK; need analyst to initial and date corrections accepted.	See TRC for SVOC.
Other Issues or Comments	Unvalidated data = 7 days (refer to Special Instructions) Validated data = 21 days	
Reviewer Name and Signature:	Date:	03/06/2012

Records Management

\*Case File Checklist Complete

\*Initial and Date Case File Checklist

\*Sign Final Report

Additional Comments: